



## POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

<b>POSITION TITLE:</b>	<b>DEVELOPMENT OFFICER PLANNING</b>
<b>WORKPLACE AGREEMENT:</b>	CITY OF SALISBURY MUNICIPAL OFFICERS ENTERPRISE AGREEMENT 2013-2015
<b>CLASSIFICATION:</b>	Level 3-5 (dependent upon qualifications/experience)
<b>DEPARTMENT / DIVISION:</b>	<b>CITY DEVELOPMENT / DEVELOPMENT SERVICES</b>
<b>POLICE CLEARANCE:</b>	NOT REQUIRED
<b>REPORTS TO:</b>	TEAM LEADER PLANNING
<b>DIRECT REPORTS:</b>	NIL
<b>POSITION NUMBER:</b>	

<b>POSITION OBJECTIVES:</b>	<ul style="list-style-type: none"> <li>• Undertake the assessment of development applications in accordance with legislative requirements and Council policies and procedures, and monitor the implementation of development in the City.</li> <li>• Promote high quality development which is appropriate in the urban context and responsive to the needs of the community.</li> <li>• Promote and project the Council's image as an effective and efficient organisation, placing a strong emphasis on customer service.</li> <li>• Provide information and advice to internal and external customers and external organisations in relation to development assessment and compliance matters and policy review.</li> </ul>
<b>VALUES AND BEHAVIOURS:</b>	<p>The commitment required of this position is in accordance with the Leadership Brand Principles and Expectations. These behavioural expectations support the City of Salisbury values:</p> <ul style="list-style-type: none"> <li>• By being <b>empathetic</b>; listening to, and understanding their customers and employees.</li> <li>• By <b>empowering</b> their staff and the community to be involved, to speak up, make decisions and deliver key outcomes.</li> </ul>

	<ul style="list-style-type: none"> <li>• Through <b>innovation</b>; seizing opportunities, thinking and acting progressively, taking calculated risks and making positive changes.</li> <li>• Through <b>achievement</b>; setting goals for themselves and with team members, always striving to meet these goals and celebrating the successful outcomes.</li> <li>• By recognising <b>diversity</b>, adapting their style and service delivery to always meet the diverse needs of their employees, customers and the community in which they work.</li> </ul>
<p><b>KEY RESPONSIBILITIES:</b></p>	<ul style="list-style-type: none"> <li>• Assess development applications to ensure compliance with all policy, statutory and administrative requirements relevant to the position.</li> <li>• Prepare reports, including recommendations on development applications made to Council.</li> <li>• Carry out inspections, as necessary in accordance with Council policy to ensure compliance with statutory requirements in relation to unauthorised development and in relation to compliance with development approvals for authorised development.</li> <li>• Liaise with and report to other members of Council as necessary, on matters such as: <ul style="list-style-type: none"> <li>– the issuing of notices</li> <li>– suggested prosecutions</li> <li>– change in policy</li> <li>– procedures or delegated authority</li> <li>– interpretation of legislation</li> <li>– Assessment of applications.</li> </ul> </li> <li>• Provide support to Council's Strategic Development Projects Division through providing planning input and development assessment and encumbrance assessment services for Council projects</li> <li>• Provide and promote quality customer service both within the organisation and externally, including telephone and counter enquiries, relating to development matters.</li> <li>• Carry out other duties in the Division in particular the delivery of specific project focussed functions as required.</li> </ul>
<p><b>WHS RESPONSIBILITIES:</b></p>	<ul style="list-style-type: none"> <li>• Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions.</li> <li>• Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation the above.</li> <li>• Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting.</li> <li>• Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews.</li> <li>• Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council's Drug and Alcohol Policy.</li> <li>• Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).</li> </ul>

<b>GENERAL RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>• To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time.</li> <li>• To manage all Corporate Records in accordance with required procedures.</li> <li>• Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.</li> </ul>
<b>COMPETENCIES:</b>	<ul style="list-style-type: none"> <li>• To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing</li> </ul>
<b>ESSENTIAL SELECTION CRITERIA:</b>	<ul style="list-style-type: none"> <li>• Tertiary qualification in Urban and/or Regional Planning or equivalent studies.</li> <li>• Demonstrated high work ethic compatible with the Division’s culture and values, specifically: <ul style="list-style-type: none"> <li>– enthusiasm</li> <li>– professionalism</li> <li>– accuracy</li> <li>– timeliness</li> <li>– customer service and team orientation</li> <li>– innovation.</li> </ul> </li> <li>• Communication skills characterised by patience, clarity and empathy at a personal, written and telephone level.</li> <li>• Advanced interpersonal skills – in dealing with customers and to work as a member of a team of development officers and customer service staff.</li> <li>• Professional report writing skills appropriate for key audiences including management, the Council Assessment Panel, Elected Members, and Courts.</li> <li>• Negotiation and conflict resolution skills.</li> <li>• Technical competency in planning matters</li> <li>• Effective time management and work prioritisation skills.</li> <li>• Knowledge of the administrative and technical provisions of the relevant planning and development legislation and other related codes and standards.</li> <li>• Knowledge of development assessment techniques, procedures and processes and Local Government structure and processes.</li> <li>• Keyboard skills to enable effective report writing, data input and information retrieval.</li> <li>• Awareness of and compliance with written policy and procedures.</li> <li>• Maintenance of accepted professional standards and code of ethics.</li> <li>• Class 1 Driver’s Licence.</li> </ul>
<b>DESIRABLE SELECTION CRITERIA:</b>	<ul style="list-style-type: none"> <li>• Eligibility for membership of the Planning Institute of Australia.</li> <li>• Experience in development assessment in Local Government.</li> </ul>
<b>SPECIAL CONDITIONS:</b>	<ul style="list-style-type: none"> <li>• As an Authorised officer, fulfil all requirements set out in the following Legislation: <ul style="list-style-type: none"> <li>– Local Government Act 1999</li> <li>– Planning, Development and Infrastructure Act 2016 and associated regulations</li> <li>– Development Act 1993 and Development</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- Regulations 2008</li> <li>- Expiation of Offences Act</li> <li>- Community Title Act 1996</li> <li>- Local Nuisance and Litter Control Act 2016.</li> </ul>
<b>EXTENT OF AUTHORITY:</b>	<ul style="list-style-type: none"> <li>• Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.</li> </ul>
<b>REQUIREMENT TO REGISTER A CONFLICT OF INTEREST</b>	<ul style="list-style-type: none"> <li>• This position has been identified as one in which there may be a conflict of interest for the incumbent. A conflict of interest is a conflict between public duty and private interests which could influence the performance of official duties and responsibilities. The incumbent of this role is required to complete a Register of Interest form every 12 months.</li> </ul>

<b>AGREEMENT:</b>		
<b>GENERAL MANAGER NAME:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>
<b>MANAGER PEOPLE &amp; CULTURE:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>
This position description reflecting the responsibilities, duties and skill requirements for the position, has been discussed with the incumbent.		
<b>POSITION INCUMBENT NAME:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>